

STEERING COMMITTEE MEETING MINUTES
Thursday, January 4, 2024
Virtual Meeting

IN ATTENDANCE: Phil Leger (Royalston+) (Chairman), Erin Hightower (Uxbridge)(Vice-Chair), Pam Masters (WDPH), Chelsea Orefice (WDPH), Michael Nelson (MDPH), Jamie Terry (Planner), Lois Luniewicz (WRMRC), Julie VansArsdalen (Millbury), Trish Parent (Upton/Blackstone), Jim Philbrook (Charlton), Daniel Fuentes (Southbridge), Derek Kwok (Medway), Emily Quinn (CCPH), Lisa Daoust (Spencer), Maureen Lepak (Brookfield), Tom Mullins (West Boylston), Agnieszka Podstawka (Douglas), Daniel Syriala (Milford), Jordan Bruso (Auburn), Camille Griffin (Webster), Michelle Powell (Leominster), Deb Vondal (Athol), Darlene Coyle (Auburn), Micah Blondeau (Gardner), Michael Seager (Northborough), Ashley Gough (Orange), Rike Sterrett (Oxford), Abby Conlin (Westminster), Cheryl Rawinski (Sutton+), Derek Kwok (Medway), Eileen Alexander (Webster+), Ethan Melad (N. Brookfield/CMRPC/CCPH), Jeanne Gniadek (Northbridge), Jeff Paster (Lancaster), Stacy Ciccolini (Leominster), Sandra Knipe (LRPHC), Amelia Houghton (Worcester+), Mary Carpenter (CCPH), Miriam Nyante (Leicester), Maritza Santos (Southbridge)

The meeting was called to order by Phil Leger at 9:01 AM.

Roll Call: A verbal roll call was done.

Chairman's Announcements: Happy New Year

Minutes Review: The minutes from the December 7, 2023, Steering Committee Meeting were presented for review and approval.

Erin Hightower made a motion that we accept the December 7, 2023, Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed.

MDPH Regional Coordinator and HMCC/Sponsoring Organization:

- MHOA Reimbursement Reminder- Pam Masters stated she still needs reimbursement paperwork from a few people. She will send out reminders. If you have any questions, reach out to Pam or Chelsea.
- BP5 Contractor Updates- Michael Nelson stated they have worked with DPH to finalize the project scope for the equity project. It has some changes from what we originally proposed, but it is generally the same project. A survey was added as the first phase. Phil and Erin have approved it.

Jim Philbrook made a motion to accept the project scope. This was seconded by Cheryl Rawinski. The motion passed.

- AM Transmitters- Barry Lein brought up the topic of AM transmitters at the last meeting. Pam and Chelsea will be reaching out to check on statuses. Pam stated the licenses will be renewed after the status of the transmitter is checked.
- Active Shooter Training- Chelsea is still looking for a second location to hold the training. If you are interested in hosting, please reach out to Chelsea.
- Michael stated two communities have reached out about water damage in their trailers. These repairs will be submitted as EAT Requests in February. Please take a look at your trailers. Pam will also send out the trailer reports to the communities.

Project Appeal Letter to MDPH:

- Phil Leger stated we received a response to the letter. Basically, there is no appeal process.

PHEP Planner Updates:

- **Jamie Terry-** Jamie stated she has identified a solid list of items that need to be updated in the EDS plans. You will receive an updated plan from her by June. You will also be hearing from her in the next week or two to go over the EDS contact page information. Jamie will use this information for staff notification drills. She is also planning for next year. Those who would like to do EDS set up drills said they would like to do it next year in the Fall.

MRC Updates:

- **Lois Luniewicz-** Lois stated in December she attended the monthly HPP and HMCC meetings, the MEMA Region 3/4 quarterly meeting, Tri-epic and MAVOAD. Worcester and Greater Grafton had their 2nd quarter MAREsponds drill. A recruitment event was held at Bay Path Regional Vocational Technical High School and 10 CORI applications were completed. She had a Part 2, Access and Functional Needs planning meeting with Norfolk 8 MRC. In January, she will be holding a Preparedness for Seniors Presentation at the Brookfield Senior Center. Also, a second meeting will be held with a Worcester College to discuss possible partner opportunities. She will attend the 2nd quarter MRC Statewide Steering Committee Meeting and Semi-Annual Statewide MRC leadership meeting. A MRC monthly Unit Leader Forum will be held during the last week of the month. She is also working on a Meet and Greet event at the Webster Senior Center through Senator Fattman's office. The Deployment Protocol and town website MRC recruitment blurb were distributed. Thank you to Michael and the team for getting the information sent out. She will be planning with Norfolk 8 for Access and Functional Needs training for volunteers in the Spring. Shelter Management training through

MEMA sponsored by Grafton will be held in February followed by an exercise in April. She is also planning for HAM radio training of new operators.

LSAC Rep Updates:

- Erin Hightower stated at the last meeting they talked about the increased number of Covid and acute respiratory illnesses. They also talked about migrant sheltering and the chain of command for public health emergencies. Rike Sterrett stated they talked about contract delays and the state is working on getting documents out sooner. They are also trying to set up a meeting with the Commissioner to meet with LSAC in the Spring.

HMCC Rep Updates:

- Rike Sterrett stated at the last meeting they talked about what HMCC can do to improve communication from local public health to hospitals concerning the migrants. They also talked about the HMCC Conference in Vegas. They were told to anticipate the HHAN and Web EOC drills. Lois gave a MRC update. The next meeting is at the end of this month. Pam stated they are planning on holding a regional conference. She will be sending out save the dates for May 8th. The hospitals are currently inundated. Hospital meetings take place twice a month.
- Web EOC drill feedback-Michael will send out the report. If you had any issues, please reach out. Jamie Terry was contacted by at least 5 communities who needed help completing it. 51% completed the Web EOC log in and 77% responded to HHAN.

Emergency Assistance Homeless Program-EASP:

- Darlene Coyle stated the Auburn shelter got an agency. They are very happy to have the help. They are there 24/7. They run many other shelters across the state. The entire hotel will now be a shelter.
- Jamie Terry stated Kristin Black communicated that 29 families from Northborough got moved to Auburn this week. This is upsetting because many were settled and had jobs and schooling set up. The move came from the state with no ability to appeal it.
- Cheryl Rawinski stated there have been no changes in Sutton.
- There is a standing meeting every 2 weeks with Sam Wong.

Any additional business: None

Next Meeting- February 1, 2024-Teams Meeting

At 9:45 AM, it was announced that the public portion of the meeting was concluded, and Phil Leger asked to enter into Executive Session. This was confirmed by a roll call vote of the Executive Committee.

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